



DON MILLS CAREER COLLEGE

For Health, Business and Technology

"Serving the Community with Care and Professionalism"

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Registered as a Private Career College under the Private Career Colleges Act, 2005.

ACADEMIC POLICY:

Don Mills Career College is dedicated to providing excellent instructions and learning environment for students. Teaching is done through lectures, workshops, seminars, practicum and computer analysis. The assignments are designed to reinforce the material from the curriculum manuals / lecturers, quizzes and test are given at the end of each module.

Don Mills Career College suggests the students to be responsible for obtaining any materials given when absent, but contacting other instructor or coordinator of the program or a classmate who was present. Missed tests / quizzes can be made during the college operation hours. The student must obtain a permission from the program coordinator and arrange time to write the Test / Quiz. It is mandatory that student should score 70% from each module to pass the test. After completing all the modules the student take final exam and must score 70% to pass. The students who score 70% or above will receive the College Diploma and unsuccessful students will re-take the College exam. (every month conducted by college).

A \$50 fee will be charged for each re-write so student must bring in doctor's note and other final verifiable evidence in order to write a missed exam without charge. The students will receive their diploma or transcripts, if all above requirements are met. HOWEVER, Academic failure Students who fail to maintain the above required academic standing in his or her programs may be expelled from the program. The school may at its Discretion offer alternative to a student and these are outlined in the Student 's policy Manual.